

COMPARING LICENSED DAY CARE HOMES AND GROUP DAY CARE HOMES

Regulation books and application forms may be obtained from the local child care facility surveyor in most county health departments. If your county does not contract with the Kansas Department of Health and Environment for child care licensing, please contact our office directly at the address and phone number listed above.

LICENSED DAY CARE HOMES OR GROUP DAY CARE HOMES RESPONSIBILITY

Compliance with safety and health standards within the home is determined by: 1) self-evaluation; and 2) evaluation of safety and health standards by a child care facility surveyor.

NUMBER OF CHILDREN

- **Licensed Day Care Home:** Maximum of 10 children (no more than three under 18 months) with one adult which includes children birth through 16 years of age with a limited number of children under kindergarten age. This number includes the provider's own children under 11 years of age.
- **Group Day Care Home:** Maximum of 12 children with a second adult present (no more than four under 18 months). Licensing regulations allow the option to operate with one adult. (See [Regulations for Licensing Day Homes and Group Day Care Homes](#).)

CHECKLIST

The provider receives a self-evaluation checklist that may be used to help the provider meet and maintain compliance with laws and regulations.

KBI/SRS CHILD ABUSE REGISTRY FORM

The provider completes information to conduct background checks on each person over 10 years of age residing, working, substituting, and/or regularly volunteering in the home. Each person is required to be submitted at the time of application and application renewal. The same information is required to be submitted to KDHE within one week for any new person in the home. Screening is done by KBI for criminal history and by SRS for child abuse and/or neglect.

HOME VISITS

A licensing inspection is conducted at least once every 12 months pursuant to K.S.A. 65-512.

PARENT INVOLVEMENT

Licensed providers are required to allow parents access to the day care home during hours of operation.

HEALTH REQUIREMENTS-ADULT

Health assessments conducted within the past year are required to be on file for persons who are 16 years of age and older and include the day care provider(s) and persons residing, working, or volunteering in the home. A negative TB test obtained no more than two years prior to application or employment must be submitted for persons 16 years of age and older at the time of application or initial employment.

HEALTH REQUIREMENTS FOR CHILDREN

The parent side of the medical record must be completed, including documentation of current immunizations for each child in care, including provider's own children under 11 years of age. Health assessments are required at the time the child is enrolled and are not required to be updated annually. A child's health assessment may transfer to another day care home.

FEE

A check or money order made payable to the Kansas Department of Health and Environment must accompany the application. The state fee is nonrefundable. Local contractors may charge a local fee. Contact the local child care facility surveyor to determine if a local fee is charged.

- **Licensed Day Care Home:** The state fee for application is \$85.00.
- **Group Day Care Home:** The state fee for application is \$87.00. Fees are to be paid at the time of application or application renewal.

SMOKING IS PROHIBITED

Smoking is prohibited inside the day care home during hours of operation pursuant to K.S.A. 65-530.

SPECIFIC SPACE REQUIREMENT

A minimum of 25 square feet of available play space is required per child.

INSURANCE

Accident and liability insurance is required on any vehicle used for transporting children. Other insurance is not required but recommended.

GENERAL REQUIREMENTS

Kansas Administrative Regulations 28-4-122 through 132 are minimum requirements applicable to all categories of child day care and cover parental access to the day care home; parental permission to go off premises; information for criminal and child abuse histories; health of persons 16 years of age or older; emergency preparations and procedures; safety procedures; swimming and wading requirements; transportation requirements; pet policies; and child care practices in regard to supervision, appropriate discipline, prohibited punishment, and diapering and toileting procedures.

ENFORCEMENT

The license may be revoked, denied, suspended, or the licensee fined if regulations are not met. (K.S.A. 65-504, 506, 523, 524, and 526)

Failure to comply with child care laws may result in criminal prosecution and a fine of \$5.00 to \$50.00 per day (K.S.A. 65-514 and 515).

CHILD CARE RESOURCE AND REFERRAL AGENCIES

Child care resource and referral agencies are regulated by the Department and are available to assist providers with training and families with referral services. For more information, contact the local child care resource and referral agency or Child Care Aware of Kansas at 1-877-678-2548.

SRS CHILD CARE PROVIDER ENROLLMENT

The Kansas Department of Social and Rehabilitation Services (SRS) may approve enrollment of any licensed or group day care home provider to provide care for families receiving assistance with child care. For more information, please contact the local SRS area office. The local child care surveyor or child care resource and referral agency can provide contact information for the area.

CHILD AND ADULT CARE FOOD PROGRAM

The Child and Adult Care Food Program (CACFP) may contract with any licensed or group day care home operated within the provider's residence for partial reimbursement for nutritious meals and snacks served to children in care. The Kansas Department of Education administers this program. The local child care surveyor or child care resource and referral agency can provide contact information for the food program sponsors in the area.